

North Dakota File Transfer: <https://dhsmft.nd.gov>

This internet site is intended for North Dakota Medicaid Trading Partners to connect and submit/retrieve EDI batch transactions. The following instructions are divided into two sections:

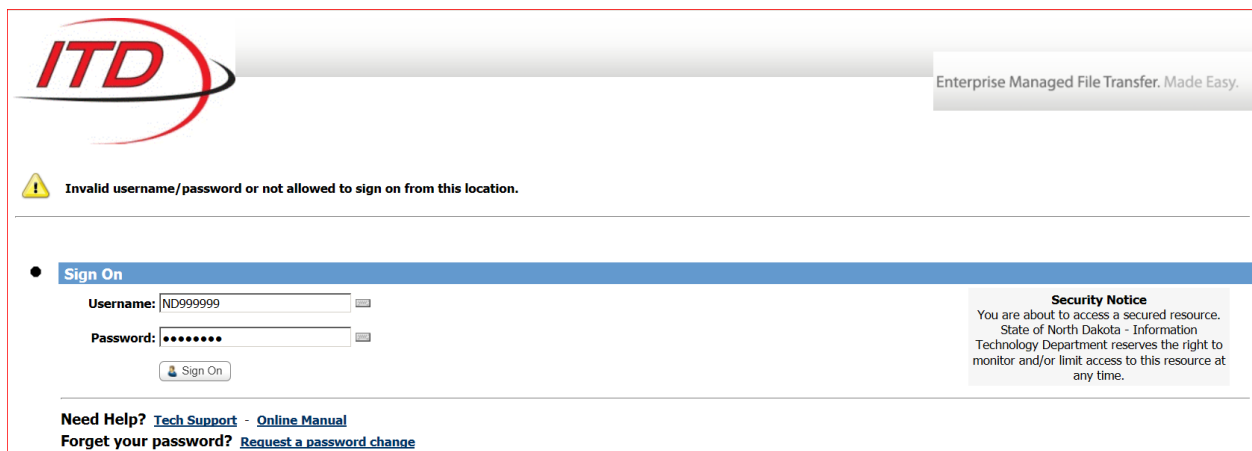
Section 1: How to Send a test file to ND Medicaid

Section 2: How to Retrieve a test file or report from ND Medicaid

Section 1: How to Send a test file to ND Medicaid

Step 1: Go to the transfer site by clicking this link: <https://dhsmft.nd.gov>

Step 2: Log In with your Username and Password and click Sign On. Your username and password should be sent to you via email or regular mail. If you did not receive this information, please call the Trading Partner Hotline at 1-844-848-0844, Monday through Friday, 8:00am to 5:00pm (Central Time), for assistance.




The screenshot displays the ITD Enterprise Managed File Transfer login interface. At the top left is the ITD logo, and at the top right is the tagline "Enterprise Managed File Transfer. Made Easy." Below the header, a yellow warning icon is accompanied by the message: "Invalid username/password or not allowed to sign on from this location." The main login area features a "Sign On" section with a blue header. It contains two input fields: "Username:" with the value "ND999999" and "Password:" with masked characters. A "Sign On" button is positioned below the password field. To the right of the login fields is a "Security Notice" box stating: "You are about to access a secured resource. State of North Dakota - Information Technology Department reserves the right to monitor and/or limit access to this resource at any time." At the bottom left, there are links for "Need Help? Tech Support" and "Online Manual", and a link for "Forget your password? Request a password change".

Step 3: Change Password

On your first time accessing the site, you will be required to change your password. (If you have already done this, skip to Step 5).

Enter a New Password. Be sure to choose a password that complies with our security requirements.

Enter your new password again and click the Change Password button.



Enterprise Managed File Transfer. Made Easy.

Signed onto State of North Dakota - Information Technology Department as nd999999 - DHS Test Account (nd999999). [My Account](#) | [Sign Out](#)

[Home](#)
[Folders](#)
[Logs](#)

Find File/Folder:

[Find File](#)

Go To Folder:

[Go To](#)

Need Help?
[Online Manual](#)
[Tech Support](#)

You are required to change your password now.

My Account (nd999999 - DHS Test Account)

Change Password...

Requirements:

- Must be at least 8 characters.
- Must not contain or resemble Username.
- Must contain at least one letter and one number.
- Must not contain dictionary words.
- Must contain both upper- and lower-case letters.
- Must not match any of the previous 24 passwords.


Enter your **New Password:**

Enter your **New Password Again:**

Now press the "Change Password" button: [Change Password](#)

Step 4: Confirm password change message “Changed password OK.” is displayed.

You should receive the following screen message after changing your password.



Enterprise Managed File Transfer. Made Easy.

Signed onto State of North Dakota - Information Technology Department as nd999999 - DHS Test Account (nd999999). [My Account](#) | [Sign Out](#)

[Home](#)
[Folders](#)
[Logs](#)

Find File/Folder:

[Find File](#)

Go To Folder:

[Go To](#)

Need Help?
[Online Manual](#)
[Tech Support](#)

Changed password OK.


Home

Announcements
All files are limited to 90 days of storage after initial upload.
Posted by Simenson, Jay O. at 3/17/2014 11:09:49 AM

Browse Files and Folders...
To **search for a particular file**, enter the file name or file ID in the Find File box on the left side of the page and press the "Find File" button.
[Go To Your Home Folder](#) - [Browse Other Folders](#)

Upload Files Now...
Select a folder:
[CLICK HERE to Launch the Upload/Download Wizard...](#)

Step 5: Click the [Go To Your Home Folder](#) link



Enterprise Managed File Transfer. Made Easy.


Signed onto State of North Dakota - Information Technology Department as nd999999 - DHS Test Account (nd999999).
 [My Account](#)
[Sign Out](#)


[Home](#)
[Folders](#)
[Logs](#)

Find File/Folder:



Go To Folder:

Need Help?
[Online Manual](#)
[Tech Support](#)


 **Changed password OK.**

 **Home**

- Announcements**
 All files are limited to 90 days of storage after initial upload.
Posted by Simenson, Jay O. at 3/17/2014 11:09:49 AM
- Browse Files and Folders...**
 To **search for a particular file**, enter the file name or file ID in the Find File box on the left side of the page and press the "Find File" button.

 [Go To Your Home Folder](#)
 [Browse Other Folders](#)
- Upload Files Now...**
 Select a folder:
[CLICK HERE to Launch the Upload/Download Wizard...](#)

Step 6: Click the toEDI link.



Enterprise Managed File Transfer. Made Easy.


Signed onto State of North Dakota - Information Technology Department as nd999999 - DHS Test Account (nd999999).
 [My Account](#)
[Sign Out](#)

[Home](#)
[Folders](#)
[Logs](#)

Find File/Folder:




Go To Folder:


Need Help?
[Online Manual](#)
[Tech Support](#)

 **/ Distribution/ NDMCaid/ PRM/ nd999999/**

Go To Folder:

Folders and Files

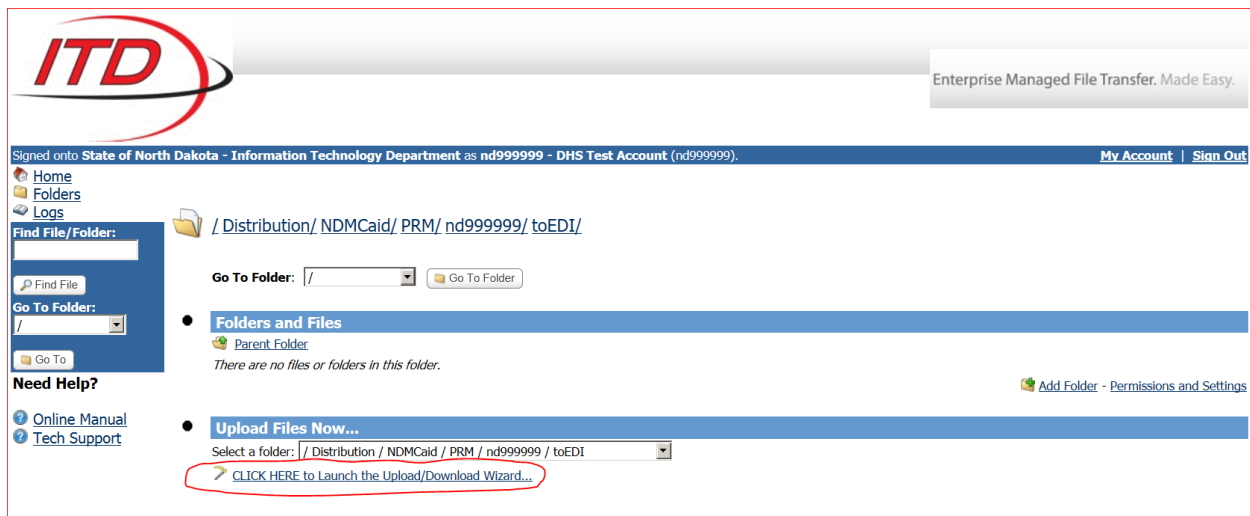
Name	Created	Size/Contents	Creator	Actions
 Parent Folder				
<input type="checkbox"/>  fromEDI	5/19/2014 11:42:58 AM	2 0		Delete - Settings
<input type="checkbox"/>  toEDI	5/19/2014 11:42:52 AM			Delete - Settings

Select Folders: [All](#) - [Empty](#) - [Not Empty](#) - [None](#)  [Add Folder](#)

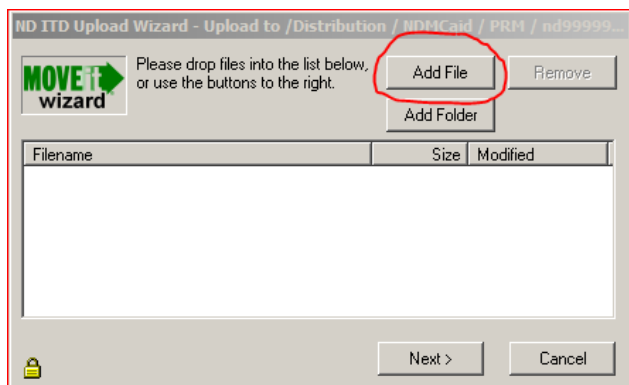
Selected File/Folder Actions:
 Perform Action:
 Copy/Move Options: To Folder:
[Advanced Copy/Move Options >>](#)

Upload Files Now...
 Select a folder:
[CLICK HERE to Launch the Upload/Download Wizard...](#)

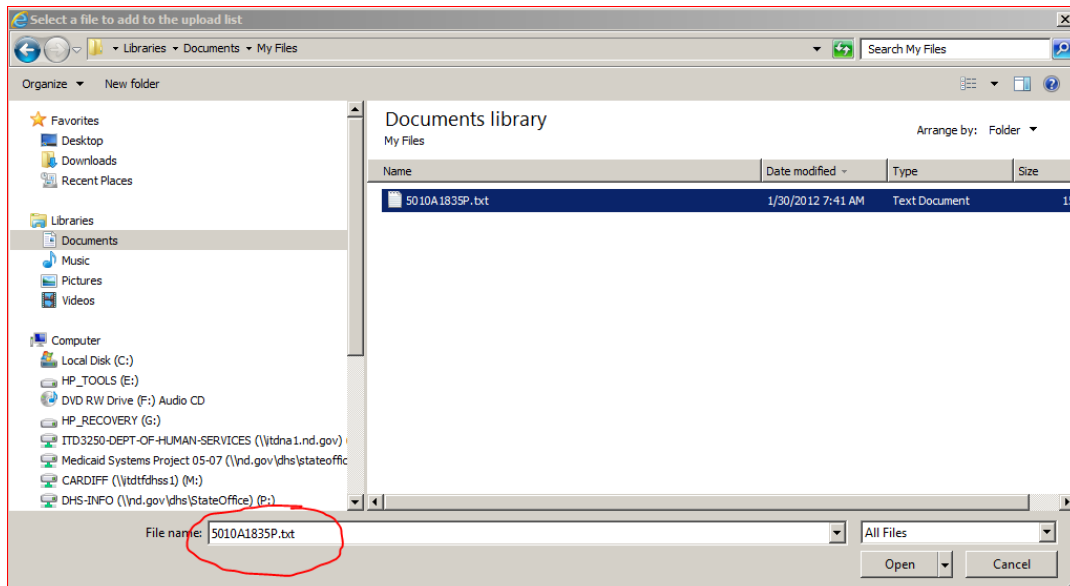
Step 7: Click the link at the bottom labeled CLICK HERE to Launch the Upload/Download Wizard



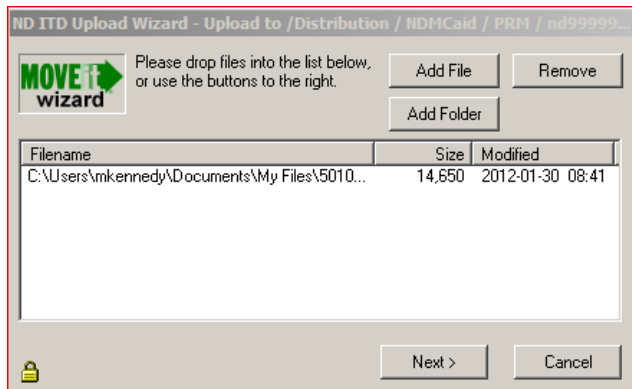
Step 8: In the pop up box, click the Add File button



Step 9: Search for your saved test file on your computer. Once you locate your file, click your file name to select it and click the Open button.



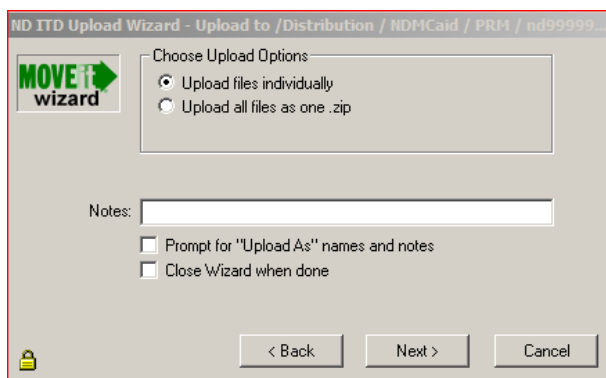
Step 10: Click the Next button.



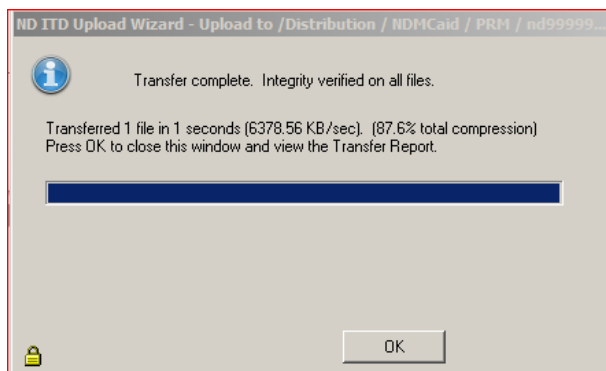
Step 11: Add a Note. The Note is optional.

Do not select Prompt for "Upload As" names and notes. Do not select Close Wizard when done.


Click the Next button.



Step 12: The transfer status window shows when the file upload is complete. Click OK.



Step 13: Confirm the file is uploaded. Your file should show in the Folders and Files section.



Enterprise Managed File Transfer, Made Easy.

Signed onto **State of North Dakota - Information Technology Department** as **nd999999 - DHS Test Account** (nd999999). [My Account](#) | [Sign Out](#)


[Home](#)
[Folders](#)
[Logs](#)

Find File/Folder:

[Find File](#)
Go To Folder:


[Go To](#)

Need Help?
[Online Manual](#)
[Tech Support](#)

 [/ Distribution/ NDMCaid/ PRM/ nd999999/ toEDI/](#)

Go To Folder: [Go To Folder](#)

Folders and Files

Name	Created	Size/Contents	Creator	Actions
Parent Folder				
<input type="checkbox"/>  S010A1835P.txt	5/20/2014 11:19:26 AM	14.3 KB	nd999999 - DHS Test Account	Delete - Download

Select Files: [All](#) - [New](#) - [Used](#) - [Online](#) [Add Folder](#) - [Permissions and Settings](#)

Selected File/Folder Actions:
Perform Action: [Delete](#) [Copy](#) [Move](#) [Download](#)
Copy/Move Options: To Folder: [Advanced Copy/Move Options >>](#)

Upload Files Now...

Select a folder:

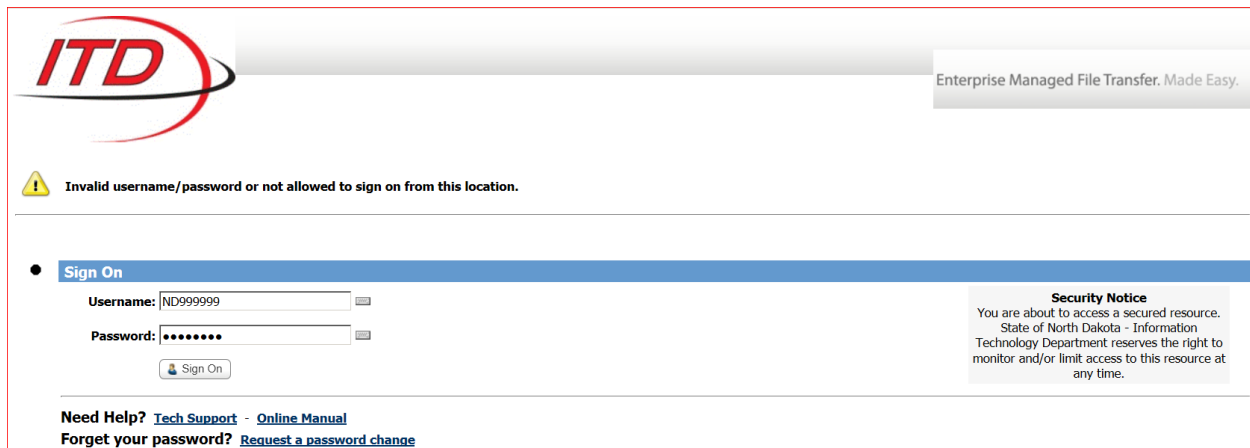
[CLICK HERE to Launch the Upload/Download Wizard...](#)

You have successfully uploaded a file to North Dakota Medicaid.

Section 2: How to Retrieve a test file or report from ND Medicaid

Step 1: Go to the transfer site by clicking this link: <https://mft.nd.gov>

Step 2: Log In with your Username and Password and click Sign On. Your username and password should be sent to you via email or regular mail. If you did not receive this information, please call the Trading Partner Hotline at 1-844-848-0844, Monday through Friday, 8:00am to 5:00pm (Central Time), for assistance.



The screenshot shows the ITD login page. At the top left is the ITD logo. At the top right is the tagline "Enterprise Managed File Transfer. Made Easy." Below the logo is a yellow warning icon and the message "Invalid username/password or not allowed to sign on from this location." The main section is titled "Sign On" and contains a form with "Username:" (filled with "ND999999") and "Password:" (filled with "*****") fields, and a "Sign On" button. To the right of the form is a "Security Notice" box. Below the form are links for "Need Help? Tech Support - Online Manual" and "Forgot your password? Request a password change".

ITD Enterprise Managed File Transfer. Made Easy.

Invalid username/password or not allowed to sign on from this location.

Sign On

Username: ND999999

Password: *****

Sign On

Security Notice
You are about to access a secured resource. State of North Dakota - Information Technology Department reserves the right to monitor and/or limit access to this resource at any time.

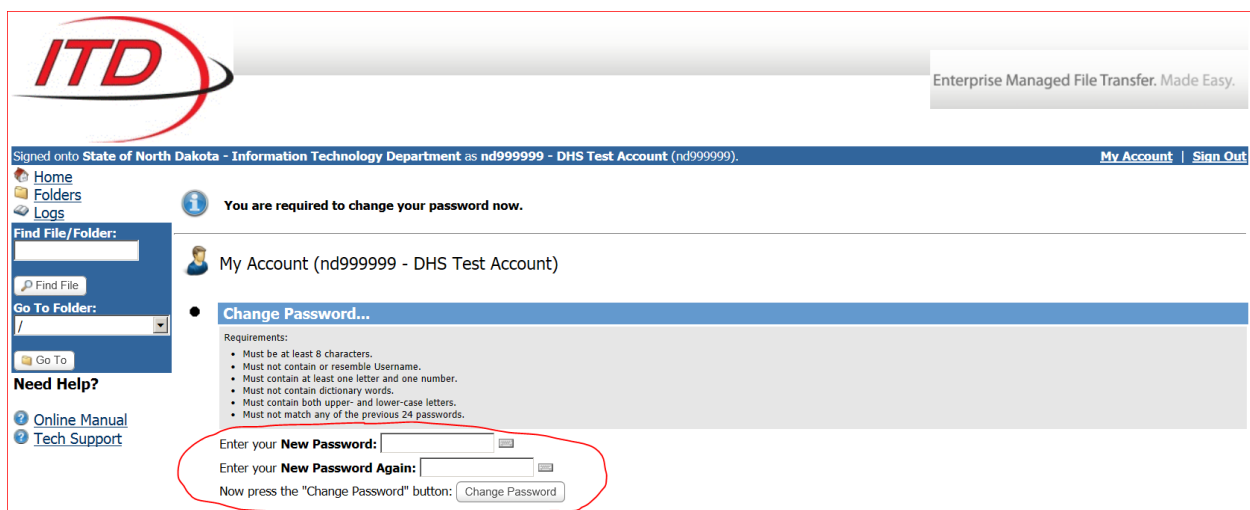
Need Help? [Tech Support](#) - [Online Manual](#)
Forgot your password? [Request a password change](#)

Step 3: Change Password

On your first time accessing the site, you will be required to change your password. (If you have already done this, skip to Step 5).

Enter a New Password. Be sure to choose a password that complies with our security requirements.

Enter your new password again and click the Change Password button.



The screenshot shows the ITD user interface after login. At the top is the ITD logo and tagline. Below is a navigation bar with "Home", "Folders", and "Logs" links. A message says "You are required to change your password now." Below this is a "My Account" section for "nd999999 - DHS Test Account". The main section is titled "Change Password..." and lists requirements for the new password. Below the requirements are two password input fields and a "Change Password" button. The "Change Password" button is circled in red.

ITD Enterprise Managed File Transfer. Made Easy.

Signed onto State of North Dakota - Information Technology Department as nd999999 - DHS Test Account (nd999999). [My Account](#) | [Sign Out](#)

[Home](#)
[Folders](#)
[Logs](#)

Find File/Folder:
Find File

Go To Folder:
Go To

Need Help?
[Online Manual](#)
[Tech Support](#)

You are required to change your password now.

My Account (nd999999 - DHS Test Account)

Change Password...

Requirements:

- Must be at least 8 characters.
- Must not contain or resemble Username.
- Must contain at least one letter and one number.
- Must not contain dictionary words.
- Must contain both upper- and lower-case letters.
- Must not match any of the previous 24 passwords.

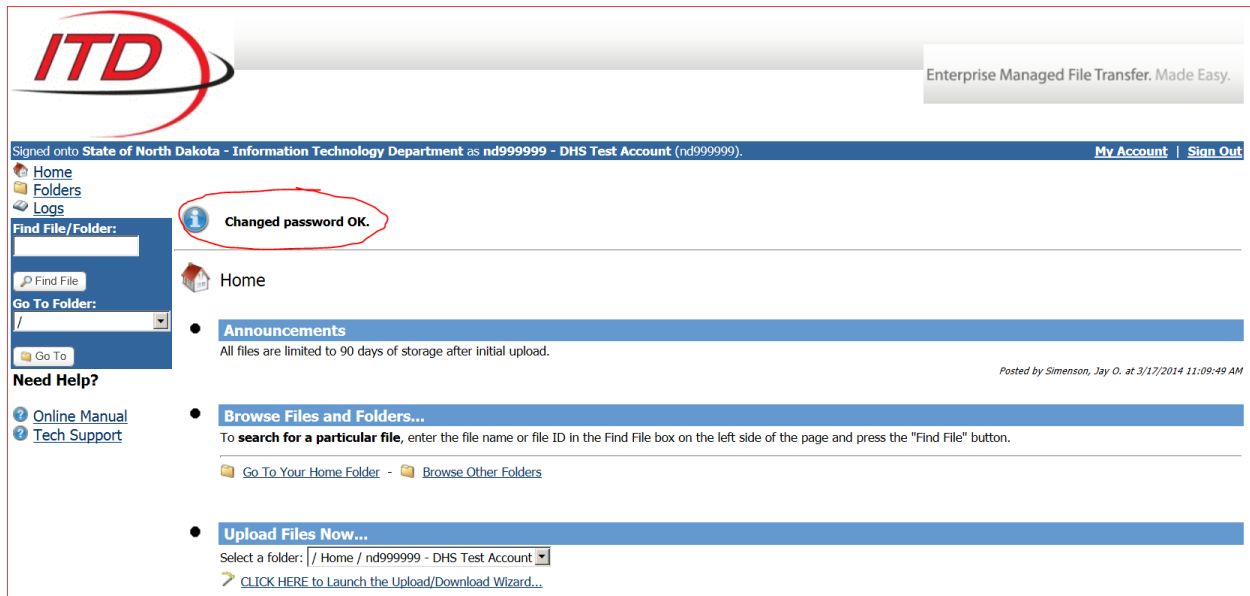
Enter your **New Password**:

Enter your **New Password Again**:

Now press the "Change Password" button: [Change Password](#)

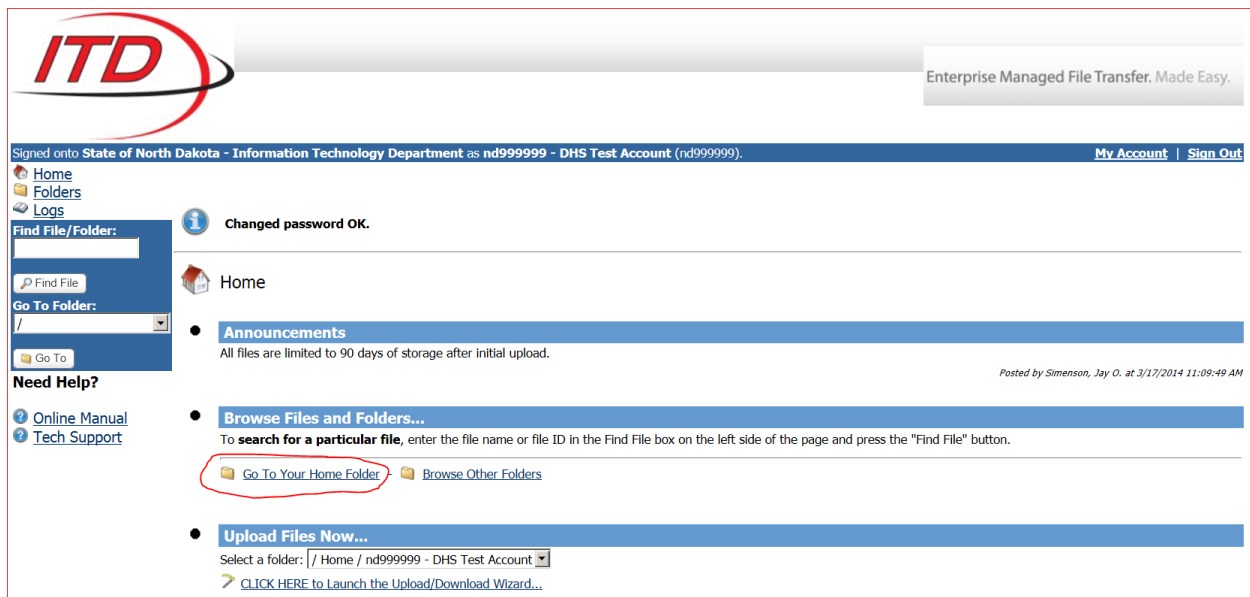
Step 4: Confirm password change message "Changed password OK." is displayed.

You should receive the following screen message after changing your password.




The screenshot shows the ITD Enterprise Managed File Transfer interface. At the top, the ITD logo is on the left, and the tagline 'Enterprise Managed File Transfer. Made Easy.' is on the right. Below the header, a blue bar indicates the user is signed on to 'State of North Dakota - Information Technology Department as nd999999 - DHS Test Account (nd999999)'. On the left sidebar, there are links for 'Home', 'Folders', 'Logs', and 'Need Help?'. The main content area displays a message 'Changed password OK.' in a blue box, which is circled in red. Below this message, there are sections for 'Home', 'Announcements', 'Browse Files and Folders...', and 'Upload Files Now...'. The 'Browse Files and Folders...' section includes a 'Go To Your Home Folder' link, which is also circled in red.

Step 5: Click the Go To Your Home Folder link



This screenshot is identical to the previous one, but with the 'Go To Your Home Folder' link in the 'Browse Files and Folders...' section circled in red. The rest of the interface, including the header, sidebar, and other content sections, remains the same.

Step 6: Click the fromEDI link.



Enterprise Managed File Transfer. Made Easy.

Signed onto **State of North Dakota - Information Technology Department** as **nd999999 - DHS Test Account (nd999999)**. [My Account](#) | [Sign Out](#)

[Home](#)
[Folders](#)
[Logs](#)

Find File/Folder:
Find File
Go To Folder: /
Go To

Need Help?
[Online Manual](#)
[Tech Support](#)

/ Distribution/ NDMCaid/ PRM/ nd999999/

Go To Folder: / Go To Folder

Folders and Files


Name	Created	Size/Contents	Creator	Actions
Parent Folder				
fromEDI	5/19/2014 11:42:58 AM	2 0		Delete - Settings
toEDI	5/19/2014 11:42:52 AM			Delete - Settings

Select Folders: All - Empty - Not Empty - None [Add Folder](#)

Selected File/Folder Actions:
Perform Action: [Delete](#) [Copy](#) [Move](#) [Download](#)
Copy/Move Options: To Folder: / Distribution / NDMCaid / PRM / nd999999
[Advanced Copy/Move Options >>](#)

Upload Files Now...
Select a folder: / Distribution / NDMCaid / PRM / nd999999
[CLICK HERE to Launch the Upload/Download Wizard...](#)

Step 7: The outbound transaction you selected during trading partner enrollment will have folders here. Example would be the 835 Remittance Advice or the 271 Eligibility Response. There is also a Reports folder which will contain your validation reports. These reports are intended to assist you with troubleshooting validation errors encountered with your transactions. Click the folder link to view the files or reports within that folder. For our example, we will select Reports.



Enterprise Managed File Transfer. Made Easy.

Signed onto **State of North Dakota - Information Technology Department** as **nd999999 - DHS Test Account (nd999999)**. [My Account](#) | [Sign Out](#)

[Home](#)
[Folders](#)
[Logs](#)

Find File/Folder:
Find File
Go To Folder: /
Go To

Need Help?
[Online Manual](#)
[Tech Support](#)

/ Distribution/ NDMCaid/ PRM/ nd999999/ fromEDI/

Go To Folder: / Go To Folder

Folders and Files

Name	Created	Size/Contents	Creator	Actions
Parent Folder				
835	5/20/2014 8:16:58 AM			Delete - Settings
Reports	5/20/2014 8:17:06 AM			Delete - Settings

Select Folders: All - Empty - Not Empty - None [Add Folder](#) - [Permissions and Settings](#)

Selected File/Folder Actions:
Perform Action: [Delete](#) [Copy](#) [Move](#) [Download](#)
Copy/Move Options: To Folder: / Distribution / NDMCaid / PRM / nd999999
[Advanced Copy/Move Options >>](#)

Upload Files Now...
Select a folder: / Distribution / NDMCaid / PRM / nd999999 / fromEDI
[CLICK HERE to Launch the Upload/Download Wizard...](#)

Step 8: To download file or report, click the Download link locate at the right.

ITD Enterprise Managed File Transfer. Made Easy.

Signed onto **State of North Dakota - Information Technology Department** as **nd999999 - DHS Test Account (nd999999)**. [My Account](#) | [Sign Out](#)

[Home](#) [Folders](#) [Logs](#)

Find File/Folder:

[Find File](#)
Go To Folder:

[Go To](#)

Need Help?
[Online Manual](#)
[Tech Support](#)

[/ Distribution/ NDMCaid/ PRM/ nd999999/ fromEDI/ Reports/](#)

Go To Folder: [Go To Folder](#)

Folders and Files

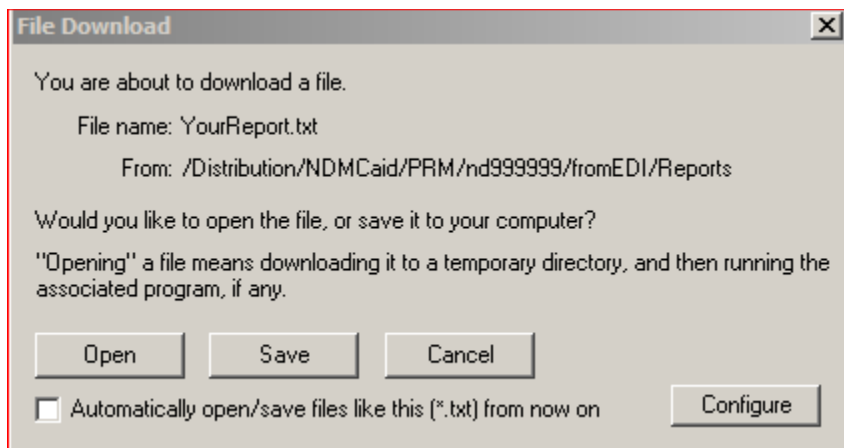
Name	Created	Size/Contents	Creator	Actions
Parent Folder				
YourReport.txt	5/20/2014 5:58:20 PM	1 KB	nd999999 - DHS Test Account	Delete Download

Select Files: [All](#) - [New](#) - [Old](#) - [None](#) [Add Folder](#) - [Permissions and Settings](#)

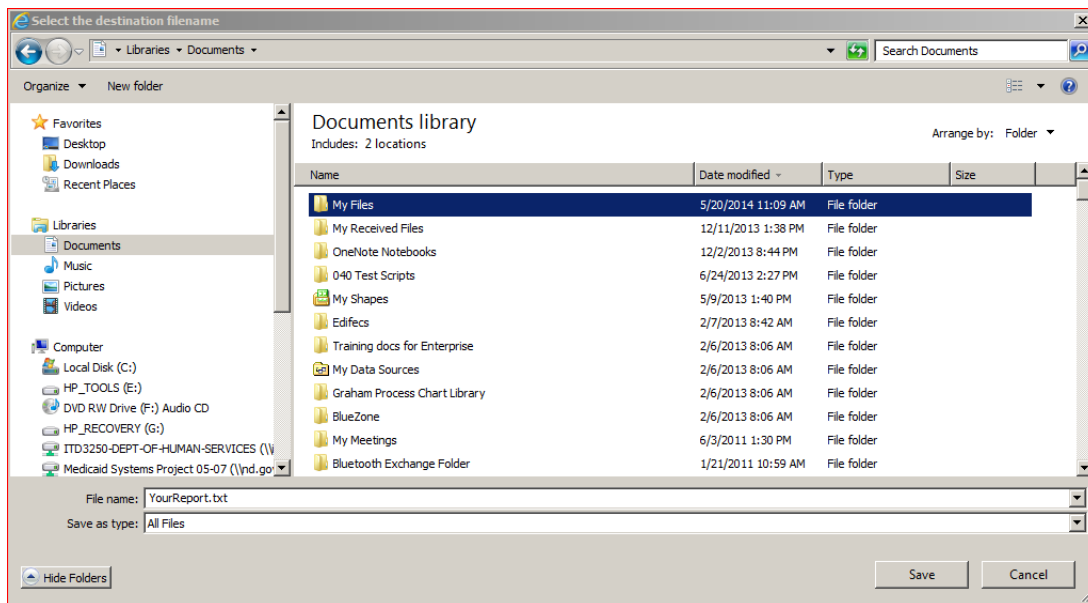
Selected File/Folder Actions:
 Perform Action: [Delete](#) [Copy](#) [Move](#) [Download](#)
 Copy/Move Options: To Folder: [Advanced Copy/Move Options >>](#)

Upload Files Now...
 Select a folder: [CLICK HERE to Launch the Upload/Download Wizard...](#)

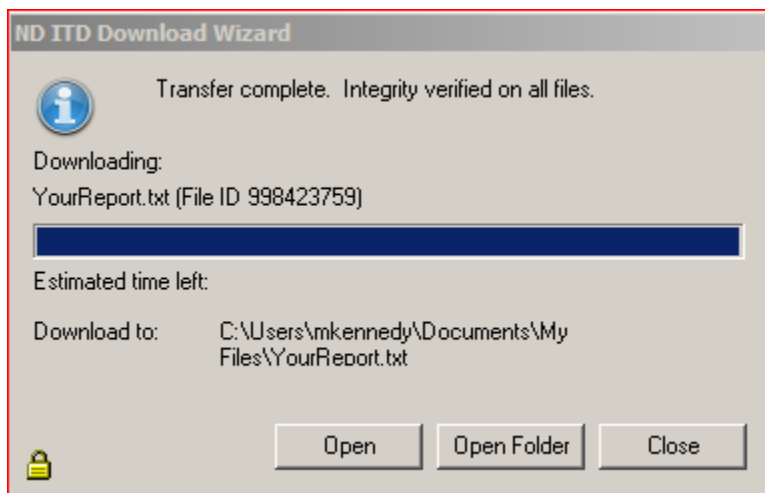
Step 9: Confirm your download. Click the Save button.



Step 10: Select a destination on your computer. Click the Save button.



Step 11: The transfer status window shows when the file download is complete.



You have successfully downloaded a file or report from North Dakota Medicaid. From this point, you may use the Open button to view the contents of the file or report, Open the destination folder or Close.